File Transfer Protocol (FTP) Instructions

For Submitting Reports to SCO

California State Controller's Office

Division of Accounting and Reporting
Bureau of Local Government Policy and Reporting

I. File Transfer Protocol (FTP) Instructions
For Submitting Reports to the State Controller's Office

The following instructions describe how to submit your reports to the State Controller's Office (SCO) using File Transfer Protocol (FTP) and Windows Explorer.

- FTP is a standard internet protocol for transmitting files.

- Windows Explorer is a file manager application that is included with Microsoft Windows operating systems (OS). Windows Explorer can be opened in a variety of ways. Depending on the version of your OS, the following pictures may appear differently. These instructions include steps for using Windows 7 and Windows XP.

- Do <u>NOT</u> use Internet Explorer, which is a web browser, when submitting your report.

Before proceeding with your report submission, ensure that you have the following:

- Internet connectivity on your computer

- FTP file folder address (can be found in the mailed letter regarding compensation information)

The compensation letter contains:

1) the FTP file folder address for submitting your Government Compensation in California (GCC) Report

   - A username and password are embedded in the FTP file folder address in the event that the file folder address is entered incorrectly.

   - Here is an example of an FTP file folder address and the embedded username and password:

     - ftp://sco011grs:kc925ar1@ftp.sco.ca.gov

       - username is sco011grs

       - password is kc925ar1

2) reporting deadlines

3) the 2013 GCC web page address where reporting instructions and templates can be downloaded

   - http://www.sco.ca.gov/ard_locinstr_govcomp.html

Step 1 for <u>Windows 7</u>: Opening Windows Explorer

Open Windows Explorer by right-clicking the Start Button 🌐 in the Quick Launch taskbar (Figure 1) and selecting "Open Windows Explorer."

Or, if Windows Explorer is pinned on your taskbar (Figure 1), click on the Windows Explorer button 📁.

Figure 1

A Windows Explorer session will open and the upper-left corner should look similar to Figure 2 below. This is the address bar where you will enter the FTP file folder address. Proceed to Step 2.
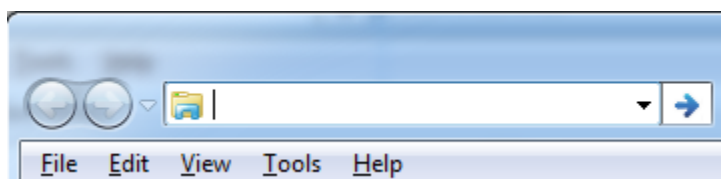
Figure 2

Step 1 for <u>Windows XP</u>: Opening Start Menu/Explore or My Computer

Open Start Menu by right-clicking the Start Menu Button 🏁 **Start** and selecting "Explore"

Or, open My Computer by clicking on the My Computer icon on your desktop 🖥️ My Computer

If the Address Bar does not appear (Figure 3) for My Computer, select View, Toolbars, and check "Address Bar" (Figure 4). Ensure that "Lock the Toolbars" is also checked.
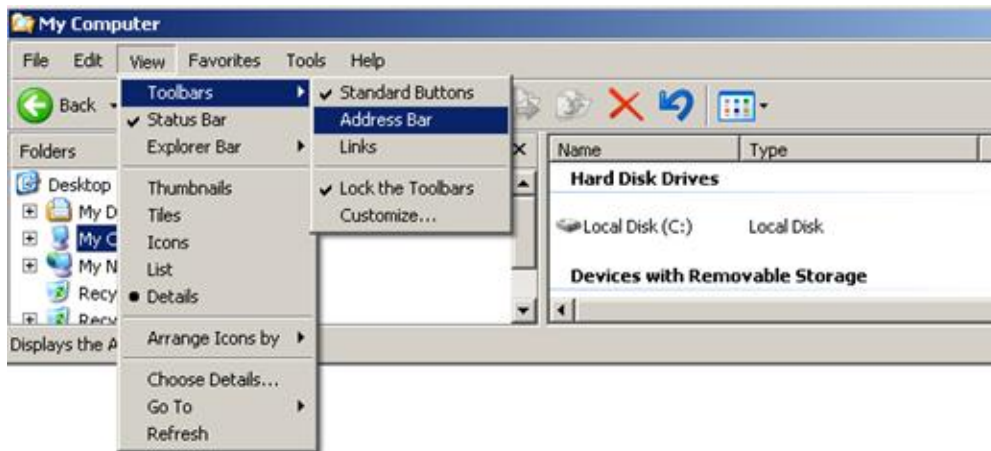

Figure 3

Figure 4

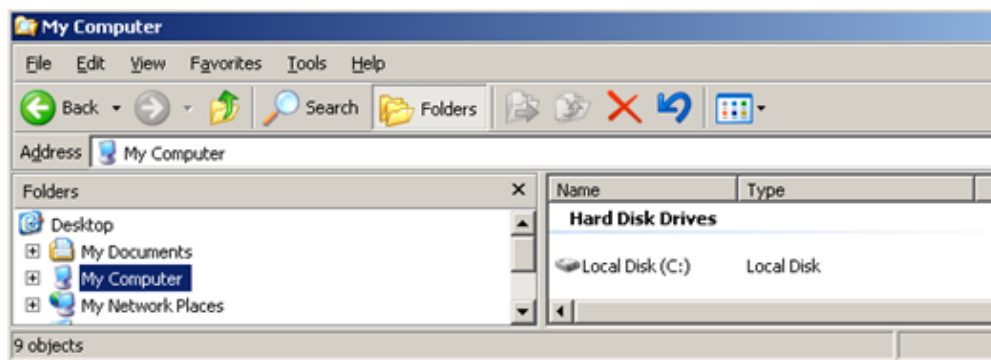The FTP file folder address is entered in the Address Bar (Figure 5) in Explorer or My Computer.

Figure 5

Step 2: Entering the SCO file folder address

In the Address Bar, type in the FTP file folder address (provided in the reporting package mailer) as shown in Figure 6 and press the Enter button. This is the file folder destination for the report(s) you are transmitting to SCO.

Below is an example of a SCO FTP file folder address where *sco01lgrs* is the username and *kc925ar1* is the password:

ftp://s c o 01lgrs:kc925ar1 @ftp.sco.ca.gov

Figure 6

If the file folder address is typed incorrectly, a pop-up window may appear as shown in Figure 7 (see Appendix for other possible errors).

- Close/exit the pop-up window and retype the FTP file folder address in the Address Bar.
- Or, you may type in the username (e.g. *sco01lgrs*) and password (e.g. *kc925ar1*) in the "Log On As" pop-up window and click on the "Log On" button.
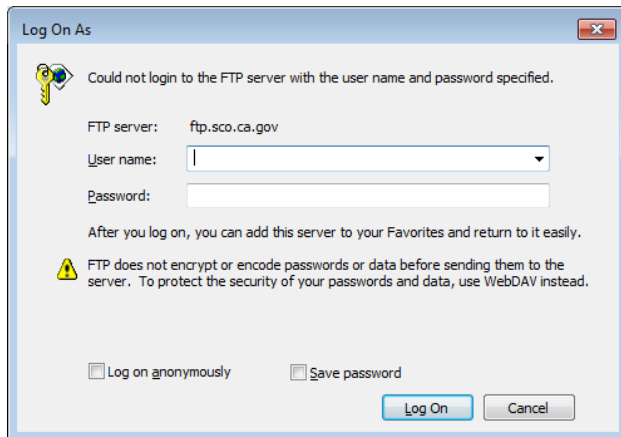

Figure 7

After the FTP address is entered, you are ready to submit your report to the SCO FTP server as shown in Figure 8. This is the destination Windows Explorer session.
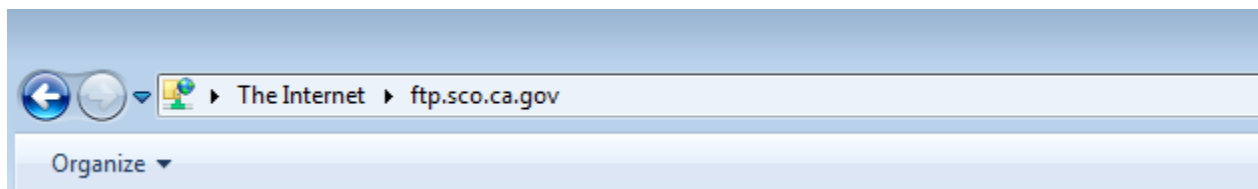

Figure 8

Step 3: Copying reports and pasting them to the SCO FTP server.

Open another session of Windows Explorer (repeat Step 1) and find the report you will be submitting. This is the source Windows Explorer session.

Copy your report and paste it to the SCO FTP server as shown in Figure 9 by dragging and dropping the report from your source Windows Explorer session to the destination Windows Explorer session.
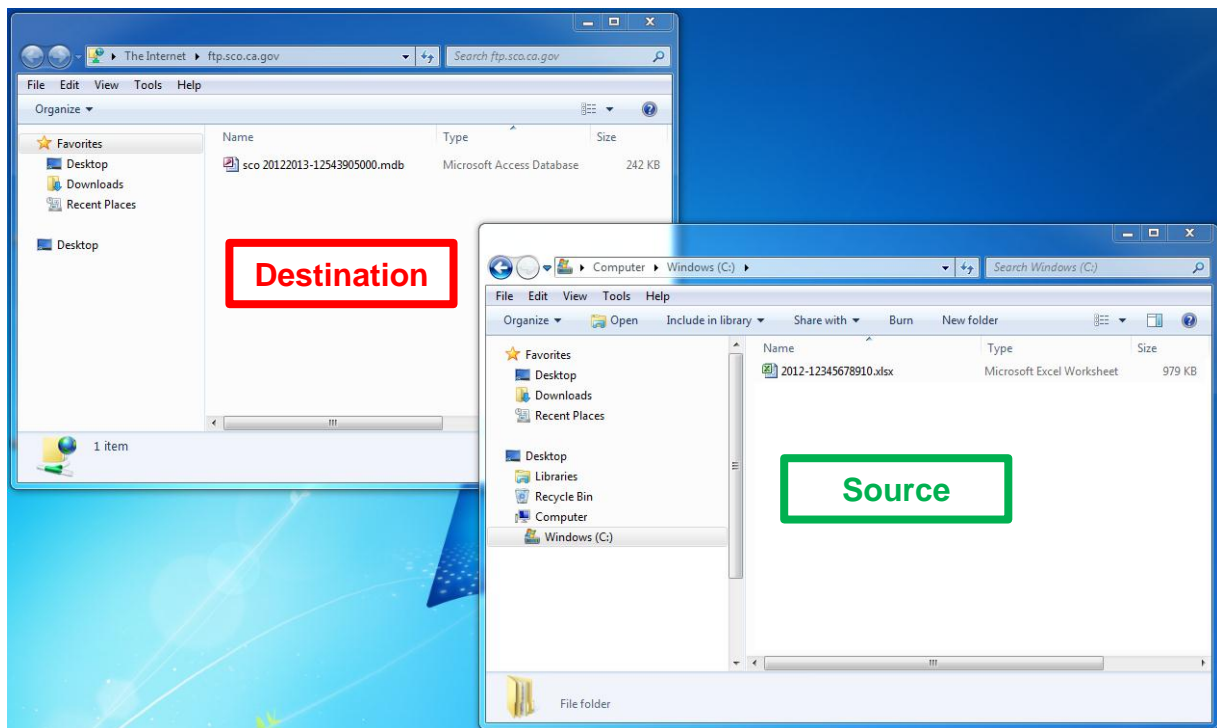
Figure 9

The result of copying and pasting the report appears as shown in Figure 10. You will not receive an automated confirmation of a successful FTP file transfer. In order to confirm a successful submission of your report, you will see a copy of the report in the destination Windows Explorer session ~ print this screen as your confirmation.
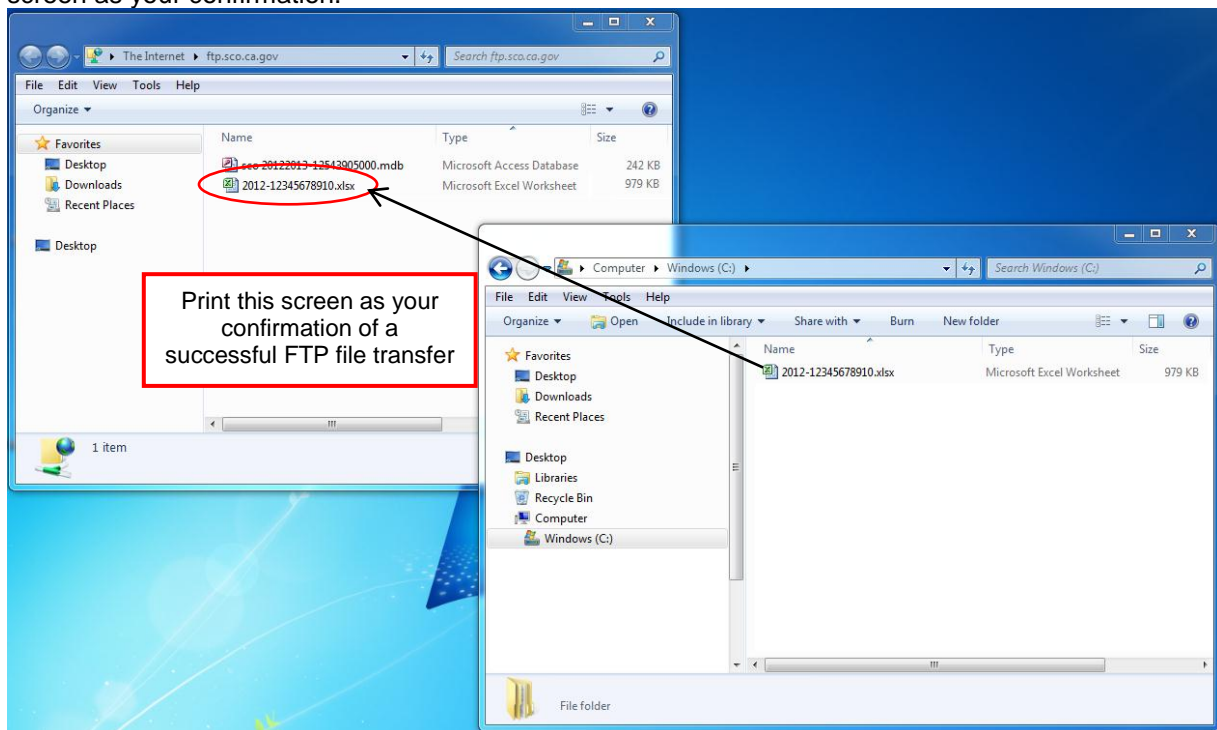

Figure 10

For questions or assistance, please contact us at: GCCSupport@sco.ca.gov or (916) 445-5153

Appendix

While completing Step 2, you may encounter the pop-up windows in Figures 11 and 12 below. If so, close/exit the windows by clicking on the X in the upper right corner and retype the FTP file folder address in the Windows Explorer Address Bar.
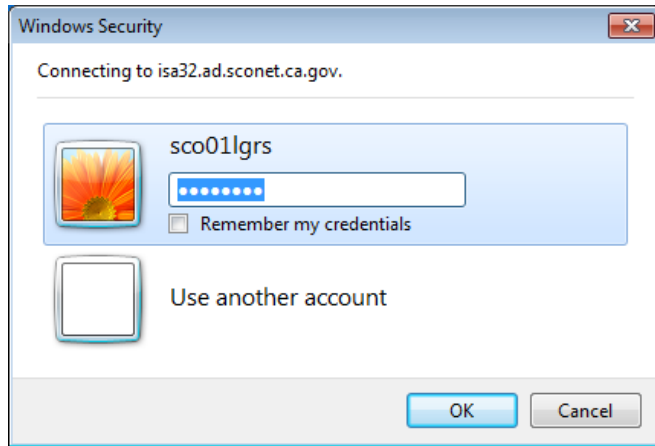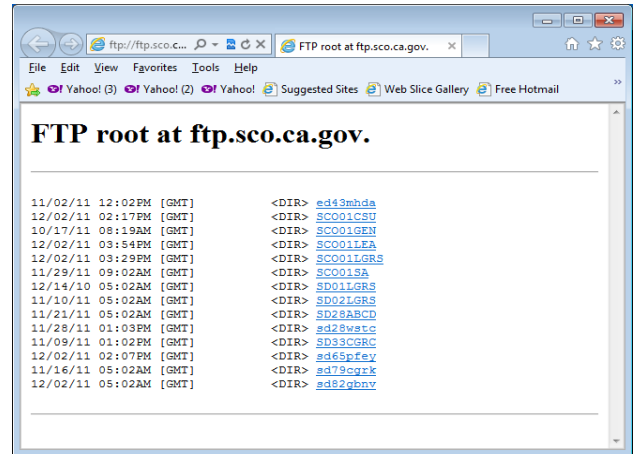

Figure 11

Figure 12